

Wednesday 20th March 2019

Parents' Consultation Afternoon – Online Appointment Booking System

Dear Parents and Carers,

I would like to invite you to attend our Parents' Consultation afternoon on **Thursday 4th April 2019** between **1:00pm and 6.00pm**.

In order to ensure the best experience for staff and parents, children should be collected that day at 12:30pm. There will be no school for children that afternoon however you are welcome and encouraged to bring your child to the consultation after you have collected them. **Lunch will take place as usual.**

We will be using the online appointment booking system again this year. This system allows you to choose your own appointment times and receive confirmation emails.

Appointments can be made online from **Friday 22nd March at 5pm** and will close on **Wednesday 3rd April at 5pm**. As always there will be one appointment slot given per child which will last no longer than 10 minutes.

Please visit <https://parents-booking.co.uk/enfieldheights> as soon as possible to ensure you can login and are ready for the booking open date and time above.

This is where you will be able to book your appointment from the date stated above. Login will be validated against the following information that we hold on our MIS system:

- Child's First name
- Child's Surname
- Child's DOB

Take particular care when entering your details, especially with the **Date of Birth** and **double-barrelled surnames**. If the login cannot be validated because any of these details are incorrect please let the office know so that we can amend your records as soon as possible.

Yours sincerely

Ms Meera Shah

